

North Carolina Community Conservation Assistance Program (CCAP) CCAP Job Approval Authority (JAA) Information

It is important to the Soil and Water Conservation Commission to ensure that field staff has the adequate technical skills to implement conservation practices. In an effort to further increase the capacity of the division and soil and water conservation district employees, the Commission has approved the following process to grant job approval authority for the Community Conservation Assistance Program.

CCAP Job Approval Authority Policies:

- Official JAA is granted by the NC Soil and Water Conservation Commission (SWCC).
- A JAA Database is maintained by the NC Division of Soil & Water Conservation (DSWC).
- The Commission will not award job approval authority for practices requiring a design by a PE.
- The Commission will reevaluate job approval authority for each participant at a minimum of every 4 years or more often as deemed necessary.
- The Commission will rescind job approval authority when a participant is no longer employed by a soil and water conservation district or Division of Soil and Water Conservation. Job approval authority can be reinstated if the participant is employed in any district or DSWC within 4 years.
- The Commission may rescind job approval authority for one or all categories if the individual fails to comply with the associated technical standards, submits false data or is in any way dishonest. Concerns regarding actions by an individual currently granted job approval authority shall be submitted in writing to the Technical Services Section Chief. A technical review team will investigate the complaints and submit to the SWCC a report including recommendation. The technical review team shall consist of 3 individuals with a similar or higher job approval authority than the participant in question.
- Soil and Water Conservation District and Division of Soil and Water Conservation employees are eligible to request JAA.
- Job Approval Authority requests can be submitted anytime, but note that a forty-five day review window is required for the review and Commission submittal. If this review window cannot be met, requests will be presented at the next scheduled Commission meeting.

For the purpose of requesting technical/engineering assistance and receiving Job Approval Authority, CCAP BMPs have been divided into various categories ~

A. Engineered BMPs:

- Bioretention Areas (*treats impervious areas > 2500 sq ft*)
- *Backyard Rain Garden (*if it treats impervious areas > 2500 sq ft*)
- Cisterns (> 3,000 gal)
- Diversions
- Permeable Pavement
- Stormwater Wetlands (*treats impervious areas > 2500 sq ft*)
- Stream Restoration
- Structural Stormwater Conveyance
- *Grassed Swales (*if it exceeds any of the design thresholds listed in Section C below*)

B. Backyard BMPs:

- Backyard Rain Gardens (*treats impervious areas < 2500 sq ft*)
- Backyard Wetlands (*treats impervious areas < 2500 sq ft*)
- Cisterns ($\leq 3,000$ gal)

C. NRCS Comparable BMPs:

- Critical Area Planting
- *Grassed Swales (*if it falls under the design thresholds listed in Section C below*)
- Impervious Surface Conversion
- Riparian Buffers
- Streambank and Shoreline Protection

D. Other:

- Abandoned Well Closures
- Pet Waste Receptacles
- Marsh Sills

Please review the guidance below on the procedure for receiving JAA for each of the following BMP categories.

A. Engineered BMPs ~

- These practices are identified as engineering practices that require that a Professional Engineer (PE) be responsible for their design.
 - The Commission will not award JAA for practices requiring a design by a PE.
 - Engineering assistance may be provided by the Division of Soil & Water Conservation (DSWC) or an outside engineer. Visit www.ncagr.gov/sw/technicalservices/engineering for more information and to make a DSWC engineering assistance request.
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B. Backyard BMPs ~

- Employees must successfully complete the CCAP design training. This is currently defined as participating in the CCAP technical design trainings held by North Carolina State University (NCSU) in April, May and November 2007 or at the District Employees Workshop 2008, 2009 or 2010.
- CCAP design training will be offered at least once a year and provide a detailed overview of the CCAP Design Manual, including information on BMP design, installation and operation and maintenance.
- Employees will need to design at least 2, preferably 3 designs.
- Tools have been developed to assist with these designs, including a Backyard Rain Garden worksheet, Backyard Wetland worksheet, and guidance on the NCSU Rainwater Harvesting Model. In addition, a Rain Garden and Cistern Checklist has been developed to assure eligibility, sizing and storage requirements.
- Until technical competence is demonstrated and JAA is approved, these practices require design review from a DSWC engineer or another District employee with appropriate JAA.

- Visit www.ncagr.gov/sw/technicalservices/engineering to make a DSWC engineering assistance request.
- Upon receiving 2 design approvals and completing BMP installations, a JAA Request can be made.
- Employees must submit the signed CCAP JAA Request Form, and include the following: design worksheets and documentation, design approvals, contract #s, and before and after photos.
- JAA requests must be sent to Shelly Baird at shelly.baird@ncagr.gov. Requests will be reviewed by a DSWC engineer and a District employee with appropriate JAA.
- These requests will be presented to the Commission for approval and a CCAP JAA database will be maintained by the Division.
- Regional JAA Workgroups will be held on an annual basis to highlight District employee's JAA approvals, projection installations, and allow for input on the JAA process.

C. NRCS Comparable BMPs ~

- Employees should rely upon their NRCS Job Approval Authority for a comparable practice

NRCS Conservation Practice (Required Job Approval Authority)	CCAP Practice
Critical area planting (342)	Critical area planting Impervious surface conversion
Channel bank vegetation (322)	Streambank and shoreline protection
Riparian forest buffer (391)	Riparian buffer
Grassed waterway (412)	Grassed swales

- * Grassed Swales: If the swale meets any of the following conditions, it must be designed by a Professional Engineer (PE):
 - The 2 year storm velocity is greater than 2 feet per second.
 - The 10 year storm velocity is greater than 5 feet per second.
 - The drainage area is greater than 2 acres.
- Employees who have received Job Approval Authority for comparable NRCS Conservation Practices and who have successfully completed the CCAP design training will be eligible for Job Approval Authority for CCAP practices as specified in the table above.
- Successfully completing the CCAP design training is defined as participating in the CCAP technical design trainings held by NCSU in April, May and November 2007 or at the District Employees Workshop 2008, 2009 or 2010. Technical trainings will be offered at least once a year.
- Job Approval Authority class shall not exceed that granted by NRCS for the comparable NRCS Conservation Practice.
- To request JAA, submit the CCAP JAA Request Form, signed by the District Chair, and include corresponding NRCS documentation. These requests will be presented to the Commission for approval and a CCAP JAA database will be maintained by the Division.
- If you do not have NRCS JAA or are unable to receive JAA through NRCS, follow the procedures outlined in section B. Backyard BMPs to receive JAA for these practices.

D. Other BMPs

- **Abandoned Well Closures** do not require JAA. They must be completed by a Certified Well Contractor following all applicable rules and regulations.
- A Well Abandonment Record (GW-30) must be submitted by a certified well contractor for the contract and a copy should be kept in the District file. <http://h2o.enr.state.nc.us/aps/gpu/documents/GW-30.pdf>
- **Pet Waste Receptacles** do not require JAA. Installation must follow all manufacturer's specifications and CCAP requirements.
- A map, detailing the planned installation of the receptacles, must be included along with an operation and maintenance agreement.
- **Marsh Sills** do not require separate CCAP JAA. A General or Major CAMA Permit (if site conditions do not allow for approval by a General Permit) for a riprap/stone sill or a sheetpile sill must be obtained from the Division of Coastal Management. This review and permit process will serve as the design approval.
- A copy of an approved General Permit .2700 (Riprap/Stone Sill) or General Permit .2100 (Sheetpile Sill) must be submitted and a copy should be kept in the District file.

For all BMPs, CCAP contracts may be submitted at any time. Please note that contracts will be pended until technical review or engineering design is provided.